



Goddard Procedures and Guidelines

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APPROVED BY Signature: _____
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TITLE: Director

Responsible Office: 300/Office of Systems Safety and Mission Assurance

Title: IDENTIFICATION AND TRACEABILITY OF PRODUCTS

Preface

P1. PURPOSE

The purpose of this procedure is to establish consistent methodology for the identification and traceability of Goddard Space Flight Center (GSFC) products under the control of the GSFC Quality Management System (QMS).

P2. APPLICABILITY

This procedure applies to all GSFC products subject to GSFC QMS control as defined in GPD 1270.3.

P3. AUTHORITY

GPD 1270.3, GSFC Quality Management System (QMS)

P4. REFERENCES

- a. GPG 1440.7, Control of Quality Records
- b. GPG 5330.3, Inspection and Test Status
- c. GPG 8700.2, Design Development

P5. CANCELLATION

GMI 5310.4, Management and Control of Space Flight Hardware at the GSFC

Procedure

1. DEFINITIONS

- a. Product Design Lead (PDL) - The manager or leader with overall responsibility for managing the design activity, managing the technical and organizational interfaces identified during design planning, and where required, forming and leading the Product Design Team (PDT). The term refers to flight

project managers, mission managers, instrument managers, subsystem technical managers, integrated product development team leaders, lead engineers, etc.

b. Product Traceability - The ability to trace the history, application, or location of a product by means of recorded identifications. It may relate to the origin of materials and parts, the product processing history, or the distribution and location of the product after delivery.

2. IMPLEMENTATION

2.1 Product Identification

2.1.1 The identification of GSFC product, from incoming through release to the customer or to launch facility responsibility is accomplished by means of the Work Order Authorization (WOA) form or its equivalent (see GPG 5330.3). Identification consists of the applicable Purchase Order number (for incoming product) in combination with the configuration identification, lot/heat number, and/or serial number.

Note: Software product not identified by means of a WOA shall be identified as described in the applicable Directorate-Level configuration control document (see GPG 8700.2) or software inspection and test status identification document (see GPG 5330.3).

2.1.2 Permanent identification marking of product is not necessary unless required by applicable design documentation (e.g., drawing, specification).

2.2 Product Traceability

2.2.1 The traceability of GSFC product, from incoming through release to the customer or to launch facility responsibility is accomplished by means of the Work Order Authorization (WOA) form or equivalent (see GPG 5330.3). Traceability from purchase order through final product development and release is accomplished by the accumulated WOA's (or equivalent) resulting from production history.

Note: Traceability of software product not identified by means of a WOA shall be traceable via the methods described in the applicable Directorate-Level configuration control document (see GPG 8700.2) or software inspection and test status identification document (see GPG 5330.3).

2.3 Work Order Authorizations (or equivalents) shall be maintained as quality records by the PDL in accordance with GPG 1440.7.

3. RECORDS

Work Order Authorization (WOA) or equivalent Directorate-level record